

**Board of Public Works-Finance Committee**  
**Public Services Building**  
**Large Conference Room**  
**2650 LaFranier Rd, Traverse City, MI 49686**

**Meeting Agenda**

**Wednesday, March 2, 2022 @ 1:00 p.m.**

**2022 Officers:**

Chair:	Doug White
Vice-Chair:	Beth Friend
Secretary:	Jeff Shaw

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENT**

Refer to Rules under Public Comment/Input on the back of Agenda

**APPROVAL OF AGENDA**

**APPROVAL OF THE MEETING MINUTES**

The meeting minutes of February 2, 2022, are approved unless there are any changes ..... 1

**AGENDA ITEMS**

1. Summary of Prepaid Claims ..... 5
2. Memo Re: STF Concrete Repairs Update..... 6

**PUBLIC COMMENT**

Refer to Rules under Public Comment/Input on the back of Agenda

**NOTICES**

1. The next regular BPW Meeting will be held on Thursday, March 10, 2022, at 9:00 a.m. in the upstairs meeting room at GARFIELD TOWNSHIP HALL, 3848 Veterans Drive
2. The next regular BPW Finance Committee Meeting will be held on Wednesday, April 6, 2022, at 1:00 p.m. in the Large Conference Room in the Public Services Building at 2650 LaFranier Rd.

**ADJOURNMENT**

Link to website for agenda & packet

[http://www.co.grand-traverse.mi.us/departments/public\\_works/Agenda\\_Packets.htm](http://www.co.grand-traverse.mi.us/departments/public_works/Agenda_Packets.htm)

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## **RULES AND PUBLIC COMMENT / INPUT**

1. All cell phones shall be switched to silent mode or turned off.
2. Any person may make a video, audio or other record of this meeting. Standing equipment, cords, or portable microphones must be located so as not to block audience view.
3. Any person shall be permitted to address a meeting of the Board of Public Works which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Board Rules and Procedures:
  - A. Any person wishing to address the Board shall state his or her name and address.
  - B. No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Board Member's questions. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed (3) minutes.
    - i. Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.
    - ii. Whenever a group wishes to address the Board, the Chairperson may require that the group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak, which shall not exceed fifteen (15 minutes).

## **AUXILIARY AIDS AND SERVICES**

Grand Traverse County will provide reasonable auxiliary aids and services; such as, signers for the hearing impaired or audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon (48)forty-eight hours-notice to Grand Traverse County. Individuals with disabilities requiring auxiliary aids or services should contact the Grand Traverse County Department of Public Works at (231) 995-6039.

Link to website for agenda & packet

[http://www.co.grand-traverse.mi.us/departments/public\\_works/Agenda\\_Packets.htm](http://www.co.grand-traverse.mi.us/departments/public_works/Agenda_Packets.htm)

**Grand Traverse County Board of Public Works-Finance Committee**

**Public Services Building**

**Large Conference Room**

**2650 LaFranier Rd, Traverse City, MI 49686**

**Meeting Minutes**

**Wednesday, February 2, 2022 @ 1:00 p.m.**

2021 Officers:

Chair: Doug White  
Vice-Chair: Beth Friend  
Secretary: Jeff Shaw

**CALL TO ORDER**

The Director called the meeting of the Grand Traverse County Board of Public Works Finance Committee to order at 1:00 p.m. The Secretary was present.

**ROLL CALL**

PRESENT: Rob Manigold, Jeff Shaw, Chuck Korn, and Doug White

ABSENT: Beth Friend

STAFF: John Divozzo and Dianne Thompson

Also Present: Bob Fudge and Jennifer Hodges Graham.

**ELECTIONS**

1. Chair

**MOTION by JEFF SHAW to nominate Doug White as Finance Committee Chair; second by Rob Manigold. There were no other nominations, so nominations were closed.**

The Motion PASSED unanimously.

2. Vice Chair

**MOTION by Rob Manigold to nominate Beth Friend as Finance Committee Vice Chair; second by Chuck Korn. There were no other nominations, so nominations were closed.**

The Motion PASSED unanimously.

3. Secretary

**MOTION by CHUCK KORN to nominate Jeff Shaw as Finance Committee Secretary; second by Doug White. There were no other nominations, so nominations were closed.**

The Motion PASSED unanimously.

## **PUBLIC COMMENT**

None.

## **APPROVAL OF AGENDA**

The Director asked that the NTH Proposal for the SBR Tank be added to the agenda at item #4.

**MOTION by JEFF SHAW to approve the agenda as modified; second by Chuck Korn.**

The Motion PASSED unanimously.

## **APPROVAL OF MEETING MINUTES**

There were no objections so the minutes that were handed out for January 5, 2022, were approved.

## **AGENDA ITEMS**

### **1. Summary of Prepaid Claims**

John Divozzo reported that several city invoices for water purchased included capital improvement costs which should be paid through depreciation; the DPW is contesting the rate charged per gallon on invoices from July 2021 through December 2021.

We will be presenting budget amendments to the BPW for project expenses that were included in the 2021 budget but were not yet completed. Staff provided a handout to the committee for reference.

### **2. Memo Re: DPW Update**

John submitted the following memo to the board.

This memo is intended to give a brief update to current happenings at the DPW:

1. We have hired a Manager, Kent Nothstine, who will begin on February 28, 2022.
2. Jackie Richards has stated she is retiring in late February or early March. Staff is posted this position so that we may be able to get a replacement before she leaves.
3. SCADA asset management is a priority for 2022 and we should be able to present a plan by our March meeting. This plan will detail priority replacement of SCADA infrastructure and a possible move to cellular technology.
4. Temporary staffing will resume this Spring in the hopes of making progress on our overall asset management plan.
5. Future permanent staffing levels and pay scales will be presented early in the 2023 budget process. This will include additional maintenance personnel and classification upgrades for two office staff. This was presented with the wage study, but the final report presented findings in a different format.

As far as staffing levels and upgrades are concerned, no actions will be taken without Board approval, but staff is expecting to present a report to the Board prior to May/June meetings.

Thank you.

### **3. Memo Re: DPW Responsibilities**

John submitted the following memo to the board.



At our last Board meeting, staff was asked to discuss various responsibilities of the DPW regarding grants, long-term planning, and overall capital planning. This memo is intended to give a brief general statement as an answer to the question.

The Townships have contracted with the County to 'manage' their respective water/sewer systems. The BPW is the County's Agent regarding utilities and carries out these duties through the DPW.

By contract, the DPW is responsible for the daily administration, operation, and maintenance of these systems. This responsibility begins at 'turnover'.

Administration is the permitting, billing, collecting, and budgeting for the systems. This work includes new connections, customer service, account management, regulatory requirements, communications, meetings, and personnel management.

Operation is the process of insuring that the systems are working properly and within the confines of the law. This work requires licensing and state reporting, sample collection and testing, chemical treatment, tapping, metering, and recording of daily information related to each system.

Maintenance is a subcategory of operation and literally means performing maintenance on the systems and their components.

Capital Planning is not specifically identified in the contracts. This task can be divided the same categories as above. As such, the DPW accepts its responsibility to perform some planning on system components, staffing, equipment, etc.

Long-term planning is not specifically mentioned in the contracts and typically is not performed by the DPW. The DPW assists with the planning by providing data, identifying issues at certain stations, communicating with EGLE, and informing the Townships. The DPW would also coordinate certain activities with the Township Engineer.

The Township Engineers perform long-term planning through capacity/reliability studies and including capital planning for long-term functionality of the systems.

Long-term planning can be managed by the DPW, but typically has started at the Township level.

The DPW is usually not formally aware of these plans but is included in the development of the status quo scenario.

This relationship has been in place for decades and has advantages and disadvantages. The DPW typically defers to the Township.

There are projects that benefit one township over another, and those types of projects would not require full participation by all the townships. The SCADA system is interconnected to all systems and falls under direct authority of the DPW. Any review or study to be performed on the SCADA system would be administered by the DPW. All other long-term projects would be administered by the Townships, unless specifically given to the DPW.

Communication amongst all parties is key to ensuring that daily activities and long-term planning are completed for all parties.

We will discuss at our next meeting(s) and hopefully we are all on the same page moving forward.

Thank you.

4. NTH Proposal for the SBR Tank  
This item was added to the agenda.

John submitted the NTH proposal for engineering services related to the SBR tank Repairs identified in the STF Inspection Report submitted by NTH in June 2021. The report indicated that there were several options to repair the top slab (roof) and install a sealant to prevent future damage. The project itself was estimated at just under \$50,000. The NTH proposal includes bid development, bid assessment, and construction contract management, which includes on-site work supervision. Staff and the committee commented on the amount of the proposal compared to the project itself but agreed to move the discussion to the BPW.

**MOTION by ROB MANIGOLD to support the NTH proposal and refer it to the BPW for approval; second by Chuck Korn.**

The Motion PASSED unanimously.

#### **PUBLIC COMMENT**

None.

#### **NOTICES**

1. The next regular BPW Meeting will be held on Thursday, February 10, 2022, at 9:00 a.m. in the upstairs meeting room at GARFIELD TOWNSHIP HALL, 3848 Veterans Drive.
2. The next regular BPW Finance Committee Meeting will be held on Wednesday, March 2, 2022, at 1:00 p.m. in the Large Conference Room in the Public Services Building at 2650 LaFranier Rd.

**The Chair adjourned the meeting at 2:03 p.m.**

Date: \_\_\_\_\_

\_\_\_\_\_  
BPW Finance Committee Chair

\_\_\_\_\_  
BPW Finance Committee Secretary  
(Approved as to form and content)

Drafted by: \_\_\_\_\_  
John Divozzo

TO: BPW Finance Committee

DATE: March 2, 2022

Disposition Sought: Approval  
DPW Claims Summary

			Budget	Summary of Prepaid Claims Paid 2/2/2022	Budget	Summary of Prepaid Claims Paid 2/11/2022	Budget	Summary of Prepaid Claims Paid 2/17/2022	Budget	Summary of Prepaid Claims Paid 2/23/2022
DPW-STF-Hoch Rd	690	443	\$1,071.97		\$4,231.80		\$952.52		\$418.05	
Acme Sewer	690	444	\$905.50		\$566.07		\$382.10		\$22.50	
East Bay Sewer	690	445	\$695.74		\$817.04		\$390.86		\$27.00	
Garfield Sewer	690	446	\$3,444.80		\$902.79		\$1,567.29		\$69.00	
Garfield Water	690	448	\$7,451.80		\$1,134.29		\$3,767.15		\$5,804.14	
Elmwood Sewer	690	449	\$3.52		\$1,118.01		\$87.71		\$14.70	
Peninsula Sewer	690	451	\$107.01		\$296.61		\$170.78		\$56.21	
East Bay Water	690	452	\$9,846.69		\$387.21		\$2,154.50		\$184.30	
Peninsula Water	690	458	\$22.48		\$258.15		\$1,759.48		\$93.46	
Elmwood Water	690	459	\$15.09		\$53.51		\$20.78		\$826.89	
Acme Water	690	460	\$2.57		\$8.56		\$439.34		\$1.20	
Elmwood/Greilickville Water	690	462	\$8.36		\$29.93		\$29.21		\$4.20	
Whitewater Sewer	690	465	\$55.83		\$32.99		\$0.00		\$0.00	
<b>Sewer &amp; Water Totals</b>			<b>\$23,631.36</b>		<b>\$9,836.96</b>		<b>\$11,721.72</b>		<b>\$7,521.65</b>	
DPW-STF-Hoch Rd	697	443	\$781.04		\$4.47		\$543.14		\$0.45	
<b>Hoch Road Totals</b>			<b>\$781.04</b>		<b>\$4.47</b>		<b>\$543.14</b>		<b>\$0.45</b>	
Septage	590	470	\$11,922.17		\$22,540.67		\$143.52		\$23.43	
<b>Septage Totals</b>			<b>\$11,922.17</b>		<b>\$22,540.67</b>		<b>\$143.52</b>		<b>\$23.43</b>	
<b>GRAND TOTALS</b>			<b>\$36,334.57</b>		<b>\$32,382.10</b>		<b>\$12,408.38</b>		<b>\$7,545.53</b>	





# MEMO

To: BPW Finance Committee  
From: John Divozzo  
Date: 2/24/22

**Subject:** STF – NTH Proposal for SBR Tank Concrete Repairs Bid Support and Construction Oversight

This memo is intended to provide a brief update on the subject:

I met with Jacobs today (after several attempts to coordinate a meeting) to discuss the NTH Proposal for the STF SBR concrete repairs. Jacobs has reviewed the reports, the proposal, and offered several options for the department to consider. In our discussion, we determined that an option that is available is to contract with a local engineering firm to provide the services asked of NTH in lieu of using NTH.

We discussed pros and cons of all the options. It is our opinion that there is a less expensive option available, provided a firm is available to provide these services.

We discussed a presentation to the board at its March meeting. We also recognized that that is a short time to identify a firm and get a proposal submitted, we expect that April is a more suitable time frame.

Based on our discussions, we feel that we may be able to reduce the cost of this project.

Thank you.